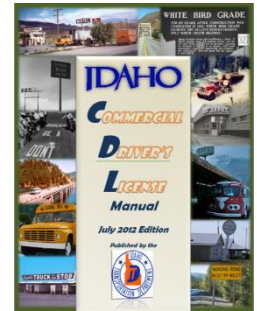




TEN EASY STEPS TO A C.D.L. (February 2015 revision)

(for Self-Study CDL applicants with some experience in truck/bus operation)

- OBTAIN A CDL MANUAL:** Pick up a copy of the Idaho CDL manual at your local Sheriff's Office Driver's License office. The most current version of the Idaho CDL manual is available here: http://itd.idaho.gov/dmv/driverservices/documents/cdl_manual.pdf Earlier versions of the manual are fine for general study; a paper book is helpful so you can mark, highlight, etc.
- DO YOU NEED A DOT MEDICAL?** Review the applicable pages in Chapter One of the CDL manual to see if you are required to have a medical examiner's certificate for the driving you intend to do. **MOST commercial driving activities require a medical card.** The following link will take you to a list of commodities and whether they are exempt (no medical card needed for intrastate hauling) or regulated (medical card required for all commercial hauling purposes): <http://www.isp.idaho.gov/cvs/commodities.html>
- GET YOUR MEDICAL:** A Department of Transportation (DOT) physical examination is conducted by a licensed medical provider. A DOT physical exam is valid for up to 24 months. The medical examiner may also issue a medical examiner's certificate for less than 24 months when it is desirable to monitor a medical condition. The provider **must be listed on the "National Registry"** Contact your primary care provider to inquire if they are National Registry certified to conduct a "DOT physical exam." A list of National Registry certified providers in your area can be found here: <https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam>
- STUDY THE REQUIRED PORTIONS OF THE CDL MANUAL:** Near the front of the CDL manual is a chart that will tell you what chapters to study for the needed Commercial License and related endorsement(s); that is, air brakes, combination vehicles, etc. Your particular equipment combination will dictate what you need to study and test for. If you have a vehicle with air brakes, you'll need that test. For a class A CDL, you must take the combination vehicles test. **The general knowledge test is required of all new CDL applicants.** We recommend you study for, and pass, the General Knowledge test before attempting to take other tests. When you're ready, go to the DMV to take your written tests.
- GO TO THE COUNTY SHERIFF'S DMV:**



MEDICAL EXAMINER'S CERTIFICATE	
I certify that I have examined <u>Cameron Pike</u> in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.45) and with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when:	
<input checked="" type="checkbox"/> wearing corrective lenses	<input type="checkbox"/> driving within an exempt intrastate zone (49 CFR 391.62)
<input checked="" type="checkbox"/> wearing hearing aid	<input type="checkbox"/> accompanied by a Dual Performance Evaluation Certificate (DPEC)
<input type="checkbox"/> accompanied by a _____ waiver exemption	<input type="checkbox"/> Qualified by operation of 49 CFR 391.64
The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.	
SIGNATURE OF MEDICAL EXAMINER	TELEPHONE
<u>[Signature]</u>	801-222-1111
MEDICAL EXAMINER'S NAME (PRINT)	DATE
Jamie L. Wilson, PA	06/06/06
MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO./ISSUING STATE	
ME12345 / UT	
SIGNATURE OF DRIVER	DRIVER'S LICENSE NO.
<u>Cameron Pike</u>	987654321
ADDRESS OF DRIVER	STATE
123 Main Street, Any Town, UT 84003	UT
MEDICAL CERTIFICATE EXPIRATION DATE	
June 6, 2008	



START THE CDL PROCESS: Tell the Examiner you are there to begin the process of obtaining a CDL. They will ask you to complete your "Self Certification of Driving Category" explaining whether you plan to drive intrastate or interstate, and whether you are medical card required ("non-excepted") or not required ("excepted").



BRING YOUR MEDICAL CARD: If you are required to have a medical card, the DMV will want a copy of that and you should obtain it BEFORE you begin this process, and take it with you to the DMV. They can scan a copy of your card to forward to ITD Headquarters to be incorporated into your driving record. **All commercial drivers who are "non excepted" must submit a medical card to ITD when obtained and upon renewal.** If you are for some reason ineligible to obtain a DOT Medical, you CANNOT drive a commercial vehicle in interstate commerce, unless you plan to work for a government agency or other **excepted** interstate category. The following website contains more information about CDL medical requirements: <http://www.fmcsa.dot.gov/rules-regulations/topics/medical/medical.htm>

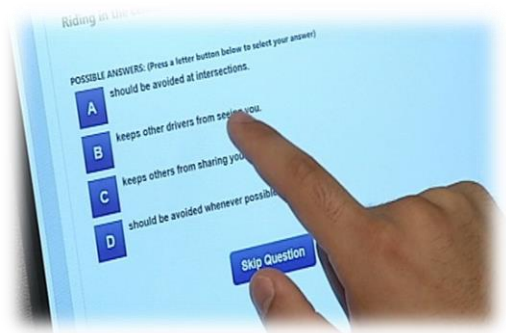




TAKE THE REQUIRED WRITTEN TESTS: The written tests are \$3.00 each. Some county DMV's only do CDL testing in the mornings, so call your DMV to see what their testing hours are. You can also click on the following map which gives you locations and hours of testing:

<http://itd.idaho.gov/dmv/countyofficemap/googlemap.htm>

Test results remain valid for one year from the date they were passed- if you don't obtain your CDL in that year you must re-take all the written tests. If you fail a test, you can re-test in three days (and pay another three dollars).



OBTAIN A SKILLS TEST RECEIPT: After you have passed your written tests, get a skills test receipt. It costs \$10 and you will later give it to the skills tester when you test, so he knows you have passed the written tests. Written tests must be taken before the skills test can be administered. **File the receipt in a safe place until you go to take your skills test—don't lose it!**



OBTAIN A CDL INSTRUCTION PERMIT IF YOU NEED ONE: If you are not covered under one of the exemptions listed on Page 1-1 of the CDL manual, and if you will be practicing out on the public highway in a semi-truck, school bus, or other Commercial vehicle, you must obtain a CDL instruction permit. The permit costs \$29 and is valid for 180 days. It allows you to drive the truck in a real-life setting to practice shifting, turning, etc. **You must have a licensed CDL driver rated to drive the equipment you are practicing in sitting in the right seat with you when you are on public streets. EXCEPTION:** If you are planning to obtain your CDL in equipment that you are already proficient in operating and you do not plan to practice on public highways (or you are covered under a farm or other exemption), you are not required to have a CDL instruction permit solely to take the skills test. You must have a licensed CDL driver accompany you to the testing site unless you can drive the vehicle there legally under an exemption.

6. **PRACTICE THE PRE-TRIP INSPECTION:** More applicants fail the skills test by not studying enough for the pre-trip inspection than any other part of the test. The pre-trip must be done on any vehicle you test in, be it a pickup or van (Class C test), bus, or tractor trailer. Because of this, I highly recommend you do the following **before** attempting to take your skills test:



STUDY CHAPTER 11 THOROUGHLY: If it's not mentioned in the book, you don't need to mention it in the Pre-trip inspection. There are plenty of components you are required to memorize, so concentrate on those items. There is a sample Pre-Trip Inspection form in the back of the CDL manual you can use while practicing. Write your own reminder notes on it as you learn to do the inspection from memory. The form does not have the inspection points listed for each component; you'll need to study Chapter 11 to learn how to properly inspect the various items. As you practice the pre-trip by walking around the vehicle and verbalizing the test out-loud, it will become easier. Get a friend to do your pre-trip with you and check your work. It is imperative that you know how to do the brake test on the vehicle you will be testing in (pass/fail!). Know the brake components and how to test the brakes as described in Chapter 11.

🚧 **WATCH THE VIDEO:** Steve Lloyd is an Idaho CDL skills tester who works with the Northwest Lineman College students in Meridian, ID. He made up a video for his students to watch which helps them prepare for the CDL test. He uses a small semi- truck pulling a small flatbed trailer in the video. If you watch the video, it will help show you HOW TO DO THE INSPECTION; that is, what the examiner expects you to describe to him as you are inspecting your vehicle. Steve's video can be found here: www.cdlidaho.com Click on the "video" link. There is no cost to watch the video. I recommend you watch the video several times to reinforce what you already know, and give you a better idea of how to conduct your inspection on test day.

- Here is a helpful video on pre-trip inspections for school busses: <http://viewpure.com/gaTFy7Ssqm0>

🚧 **Note:** *Watching either of the videos alone will not thoroughly prepare you to take the skills test. **Neither video is a 100% accurate representation of the Idaho Skills Test requirements, but both are extremely helpful for study.** Use the videos as a helpful guide to show you how to tell the inspector what you are looking for, in addition to studying all required parts of Chapter 11.*

7. PRACTICE THE BACKING MANEUVERS DESCRIBED IN CHAPTER 12: Depending on the equipment you will be testing in, you should normally do some practice for the Skills Test. Refer to the diagrams in Chapter 12 and set up a practice course in a suitable area. The manual gives you the measurements for laying out the exercise boundaries. The "Straight line back" and "Offset Back" maneuver is required of all applicants. The Examiner will also have you do either the alley dock or parallel park maneuvers, so you should practice those also. The alley dock will probably require the most practice to do correctly in a Class A vehicle. **A few tips for the skills test:**



- 🚧 Use your "looks" and reference markers as described in the manual on page 12-2 if you need them.
- 🚧 When testing, use your pull-ups if you need them. **Just like in the "real world", pulling up your vehicle during backing is less costly than running into something!** Pull-ups are deducted from your score, but the penalty for pulling up is much smaller than for hitting a cone or line and causing an "encroachment".

8. STUDY FOR THE ROAD TEST: For the road test, you need to review Chapter 13 in the CDL manual. **Make sure you know how to conduct a proper "Stop/Start"** as described in the manual; know where to stop at an intersection, etc. If you are taking a school bus test, you will need to study the student discharge requirements in Chapter 10. Be especially aware of intersections; the examiner needs to be able to visually see that you are checking traffic.

9. SCHEDULE & TAKE THE SKILLS TEST: Contact one of the testers in your area to make an appointment for your test. The test takes about two hours and consists of the Pre-Trip Inspection, Basic Control Skills, and the Road Test out on the highway. Idaho CDL examiners do tests as a part time service to the state, so you will have to work around their schedule. You can find a tester on the Idaho DMV website under "CDL Skills Testers"... here's the link to find or print out a list of testers: http://itd.idaho.gov/DMV/DriverServices/documents/cdl_testers.pdf



IMPORTANT NOTES:

- You **MUST** contact the examiner well in advance- Examiners are required to notify ITD a minimum of 48 hours before any CDL test, so don't wait until the last minute to schedule a test!



BRING THE RIGHT EQUIPMENT TO THE TEST! MANY VEHICLES WILL RESULT IN A RESTRICTED LICENSE:

- **“E” RESTRICTION:** If you test in a truck or bus with an automatic transmission, you will have a restriction placed on your CDL that you can **ONLY** drive commercial vehicles with automatic transmissions.
- **“O” RESTRICTION:** If you test in a Class A combination that is **NOT** a TRACTOR-TRAILER with a fifth wheel hitch, you will have a restriction placed on your CDL that you can only drive Class A vehicles that are not Tractor Trailers. This restriction applies to smaller vehicles and big trucks with pintle hitches!
- **“L” RESTRICTION:** If you test in a vehicle that does not have air brakes, you will receive a restriction.



The Skills Test costs \$70; (the ten dollars you already paid to DMV; make sure you take the receipt with you to give to the skills tester) and **\$60 cash** to the tester for his services. Most examiners do not take cards or checks; have cash on hand.



If you are driving a large commercial vehicle to the test site, have a CDL licensed driver go with you to drive your test vehicle legally to the test site unless you can legally drive it under a farm or other exemption. Don't forget your driver's license, registration and proof of insurance, and make sure your vehicle's lights and equipment are working properly, or you cannot take the test in that vehicle. Our examiners appreciate it if the interior of your truck or bus is **reasonably clean** on test day.



Some tips you'll want to remember for the road test:

- Make sure you **move your head** as you check your mirrors, pass through intersections, etc. so the examiner can see that you are checking for traffic and hazards.
- Maintain frequent checks in your mirrors,
- Keep both hands on the wheel unless you are shifting,
- Obey all traffic laws, travel at the speed limit unless weather or traffic requires it, and don't run red lights!
- Pay attention to highway signs that a commercial driver should observe. You will be tested on them!

10. OBTAIN & ADD TO YOUR CDL: Once you pass the skills test, the examiner will transmit your test results to ITD for processing. **You MUST return to the county DMV to have your new Commercial License issued.** The cost is \$40 and it's good for 4 years. Once you have your “base” CDL, you can later add other endorsements by taking written tests for Double & Triple trailer, Tank Vehicles, or Hazardous materials.

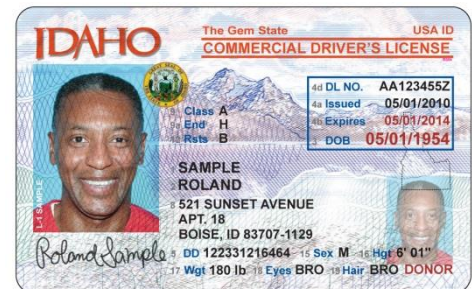
I generally recommend you get “more license than you think you need” so you do not have to take repeated skills tests. For example, a Class A Truck driver still has to take additional skills tests to add “P & S” endorsements to drive a school bus or charter/shuttle bus.

If you later decide that you no longer need your CDL, you can exchange it for a “Class D” license, but be forewarned that should you need a CDL again, you get to repeat all the above steps...So, **hang on to your CDL!**

I hope this information was helpful. Call if you have questions.



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TYPICAL C.D.L. ACQUISITION COSTS

ITEM	COST	NOTES	AVERAGE TOTAL
WRITTEN TESTS	\$3 EACH	<i>\$9-15 depending on endorsements desired</i>	\$12
SKILLS TEST	\$70	<i>\$60 to examiner, \$10 to county, up to \$200 or more for rental truck if needed</i>	\$70 if using your own vehicle
INSTRUCTION PERMIT	\$29	<i>if needed to practice on roadway prior to testing</i>	\$29
LICENSING	VARIES	<i>\$15 to add an endorsement after original issue; \$25 to upgrade a license; \$40 for 4 years license</i>	\$40 TYPICALLY
MEDICAL EXAM	IF REQUIRED	<i>\$50-100- costs vary widely; every two years or more frequently if needed</i>	\$90
HAZMAT ENDORSEMENT	IF REQUIRED	<i>\$86.50 for the Hazmat Threat Assessment every four years + \$3 written test every 4 years</i>	\$90